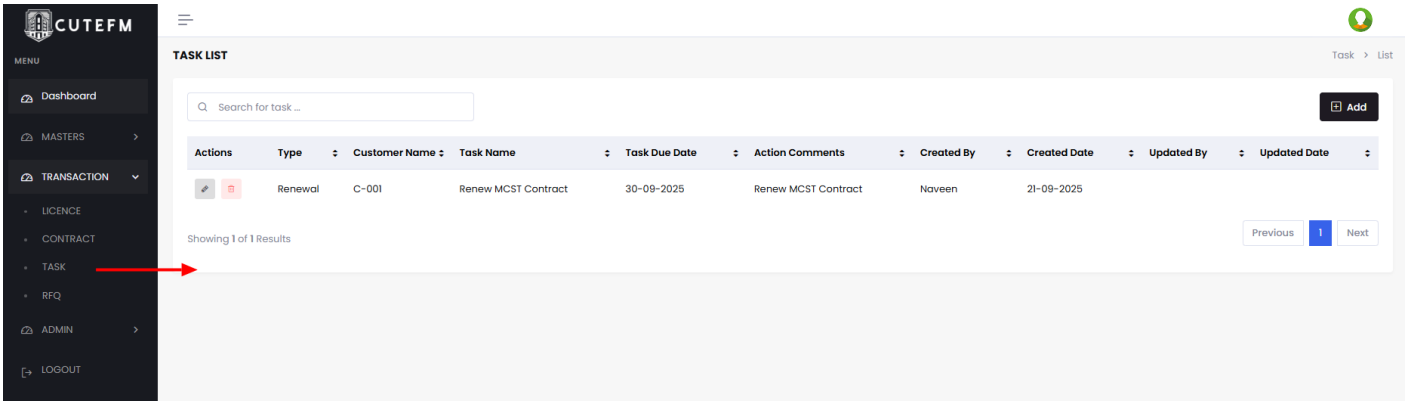
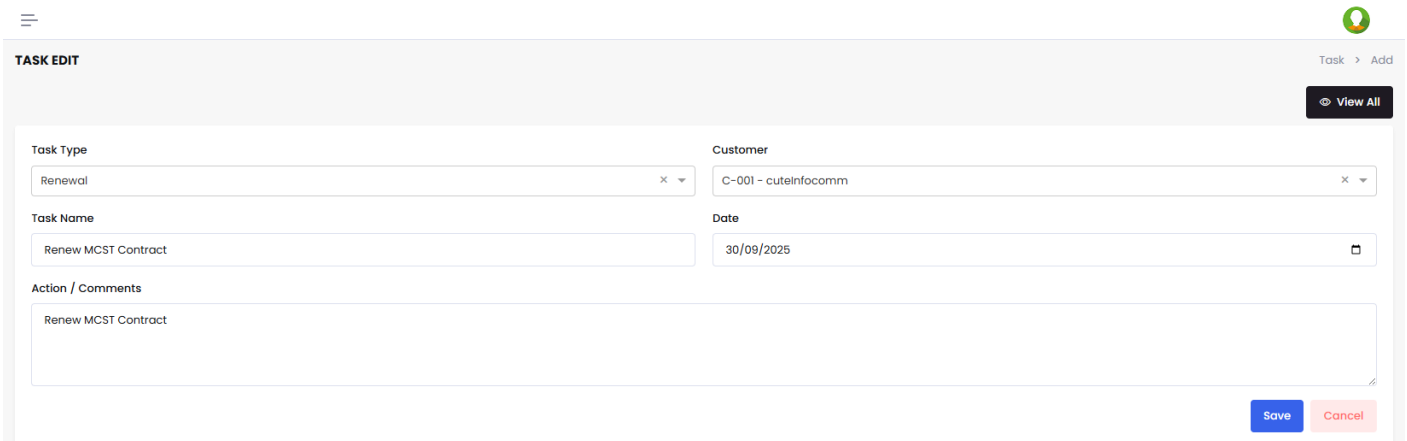
Tasks Management

Click Task under the transactions Menu.

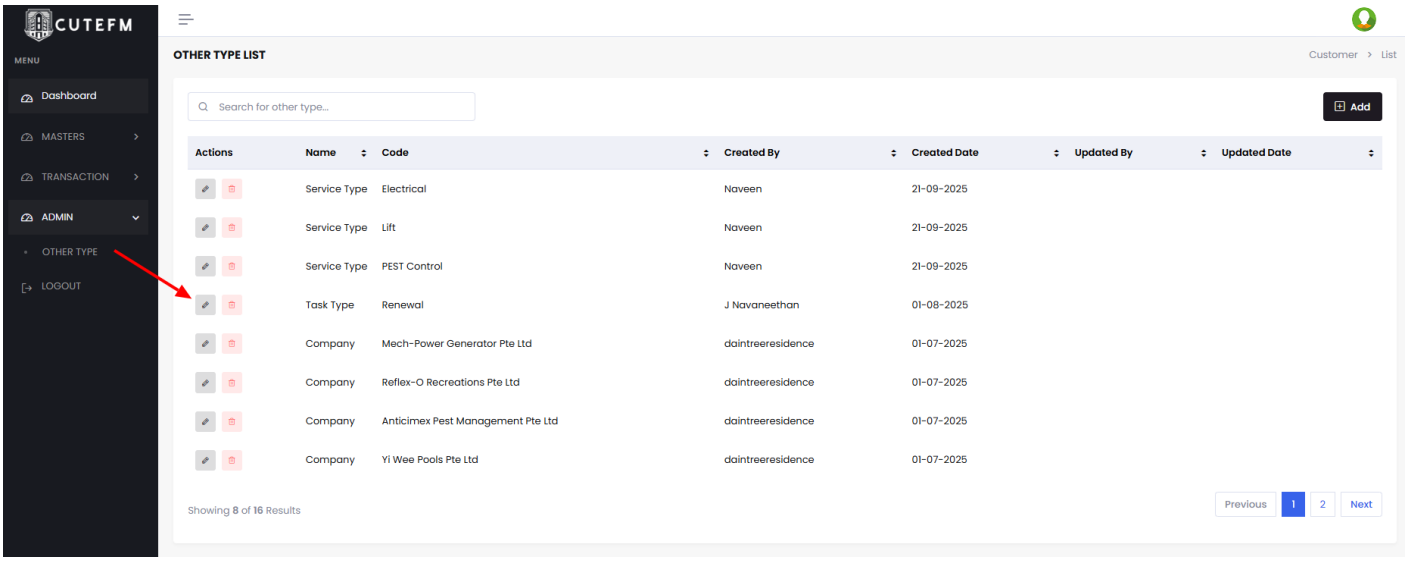


To add a new Task

- Click Add
- Choose Task Type
- Enter Task Name
- Enter the Target Date
- Enter Actions taken and comments by editing it whenever required.
- Click Save



The Task Type can be managed using Admin -> Other Types options



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